



LYCÉE FRANÇAIS DE LA NOUVELLE-ORLÉANS

Alysson Mills: Chair
Mary Jacobs Jones: Vice Chair
Michael Williams: Secretary
Luke Clary: Treasurer
Ben Castoriano
Tim Gray
Dr. Ann Meese
Dr. Lisa Tropez-Arcenaux

Ex-Officio: Consul Général Jean-Claude Brunet

Lycée Français de la Nouvelle Orléans
Minutes of Meeting of Board of Directors
September 5, 2014
5951 Patton Street New Orleans Louisiana
Held in RESTO! Lycée

Our Mission is that, Lycée Français de la Nouvelle Orléans students will matriculate into the finest colleges and universities throughout the world. Lycée Français will provide the opportunity for its students to achieve both the French Baccalauréat and the Louisiana high school diploma in an academically challenging and culturally diverse educational environment.

Agenda Item

1. Opening Items:

- A. Chair Mills called the meeting to order at 10:04.
- B. Secretary Williams recorded attendance. Member Clary, Member Castoriano and Member Meese were absent.

2. Approval of the Minutes.

The July and August minutes were tabled until the next meeting.

3. CEO Report by Keith Bartlett

Mr. Bartlett updated the Board on the status of volunteer forms and noted that he is receiving forms. Mr. Bartlett also informed the Board of several high profile visits to the School. Among those visiting were the new General Consul, Grégor Trumel, the Attache for Academic and Cultural Mission, Raymond Hinz, New Orleans Saints football player, Cam Jordan, and several New Orleans Pelicans.

Mr. Bartlett indicated that he was going to do the ice bucket challenge to support ALS research.

Mr. Bartlett updated the current enrollment numbers and informed that 466 students enrolled for the 2014-2015 school year. Of those enrolled, 40 are in Pre-K4, 141 are in Kindergarten (71

new, 70 returning), 106 are in First grade, 93 are in Second grade, 58 are in Third grade and 28 are in Fourth grade. Mr. Bartlett stated that the 2014-2015 budget was set with 465 students.

Mr. Bartlett also discussed staffing and stated that one second grade teacher resigned her position for personal reasons and returned to France. He explained that a replacement teacher was hired and was expected to start within one week. He also stated that Resto! needed part-time help due to the doubling of participation in Revolution Foods participation and that he would be looking for a part-time worker. He also informed the Board on the current pricing for NOPD details and private security officers to assist with carpool and related parking issues at intake and dismissal times.

Mr. Bartlett discussed the 2015-2016 facility needs. He stated that he believed the School would need more space at the St. Paul's campus for the 2015-2016 school year. He also expressed the need to increase the meal service capacity in Resto! Chair Mills asked Mr. Bartlett to review these issues and report further at next meeting of the Board.

Mr. Bartlett updated the Board that the School will soon select a School Mascot. There were 43 suggestions submitted for the school mascot and the Grades 1-4 will vote on the mascot on Monday.

5. Committee Reports.

- A. Facilities. Vice Chair Jones presented the facilities report. Vice Chair Jones updated the Board on the current status of the Priestley property. She stated that OPSB is currently accepting offers on the surplus property it has listed for sale. She reminded the Board that it submitted a non-binding letter of interest for the Priestley building and grounds. There was lengthy discussion regarding a potential offer. After discussion, Chair Mills made a motion to have Member Gray draft an offer to purchase the Priestley building and grounds for \$425,500 and to negotiate a 90 day inspection period. Member Tropez-Arcenaux seconded the motion. After discussion, the motion was unanimously approved.
- B. CEO Search Committee. Member Gray updated the Board on the work of the CEO Search Committee. After listing several desirable traits in a CEO, Member Gray informed the Board that the CEO Search Committee believed that Mr. Bartlett contained all of the listed traits. Further, it was the recommendation of the CEO Search Committee that the Board hire Mr. Bartlett as the full-time CEO with a commensurate salary and then disband this committee. The Board took the recommendation under advisement and authorized Member Gray to perform a compensation review and analysis for the position of the CEO of the school and report back at the next meeting.

6. Chair Report.

Chair Mills thanked the Facilities Committee for its hard work on the process of acquiring the Priestly building. She also thanked Member Gray for leading the CEO Search Committee.

7. Closing items.

- a. Old business (if any) – None.
- b. New Business – None.

8. Motion to Adjourn: Member Williams moved and Chair Mills seconded the motion to adjourn. The motion was approved unanimously by those present.



LYCÉE FRANÇAIS DE LA NOUVELLE-ORLÉANS

Alysson Mills, *Chair*
Mary Jacobs Jones, *Vice Chair*
Michael Williams, *Secretary*
Luke Clary, *Treasurer*
Tim Gray, *Immediate Past Chair*
Ben Castoriano
Dr. Erin Greenwald
Dr. Ann Meese
Dr. Lisa Tropez-Arceneaux

**Minutes of the
Meeting of the Board of Directors of Lycée Français de la Nouvelle Orleans
Monday, October 13, 2014 at 6:30 p.m.
5951 Patton Street New Orleans Louisiana**

1. Opening Items

Alysson Mills called the meeting to order. In addition to Mills, present were Luke Clary, Tim Gray, Ben Castoriano, Dr. Erin Greenwald, and Dr. Lisa Tropez-Arceneaux.

The motion to approve minutes of prior board meetings was tabled.

Ben Castoriano introduced Sarah Vandergriff of Louisiana Association of Public Charter Schools to the board. Sarah presented the board with LAPCS's Legal Handbook, which the LAPCS wrote for the benefit of schools like Lycée Français. The board expressed its appreciation for the handbook and for LAPCS's support over the past year.

2. CEO Report

CEO Keith Bartlett presented the attached monthly report of activity at the school.

3. Committee Reports (if any)

There were no committee reports.

4. Chair Report

Mills advised that the LDOE's site visit went smoothly and observers appeared to be favorably impressed by the school's progress over the past school year.

She also advised that the OPSB voted to sell the Priestley property to Lycée Français during its September regular meeting. The sale, however, is far from final; the parties have yet to exchange any transactional documents, and Lycée Français still has to do its due diligence. When the process truly gets underway, the board will form committees to manage various aspects of the project. The board is aware that there is a lot of enthusiasm from parents and other members of the Lycée Français community. It will make

announcements regarding ways people can get involved when it has a better idea of the project's needs.

Mills then invited the board to revisit its prior evaluation of Keith Bartlett's professional performance. On motion of Tim Gray, seconded by Ben Castoriano, the board voted unanimously to enter executive session pursuant to La. R.S. 42:17(A)(1). The board remained in executive session for approximately fifteen minutes.

On motion of Ben Castoriano, seconded by Luke Clary, the board voted unanimously to resume its open meeting.

Mills then reiterated that Keith Bartlett's performance last school year exceeded expectations. As announced at the board's last regular meeting, the board wants Bartlett to serve as Lycée Français's permanent CEO. Mills presented the board and Bartlett with an updated contract for Bartlett to sign.

The board briefly discussed the contract and determined that, in recognition of his performance, Bartlett's salary should be raised. The board determined that \$110,000, which is a 22% raise, is appropriate.

The board invited public comment on the contract.

Parent Nikki Raschal spoke. She stated that she supports the contract and raise and believes that Bartlett has done an excellent job. She hopes, however, that other key members of Bartlett's team are rewarded, too. Ben Castoriano responded that the board fully agrees with her sentiment but believes that is a decision that Bartlett must make.

There being no further public comment, on motion of Tim Gray, seconded by Dr. Erin Greenwald, the board voted unanimously to approve the contract, with the revised salary of \$110,000.

5. Closing Items

The board accepted general public comment.

Parent Charlie Varley spoke. He stated that in his opinion the zoo program is "phenomenal." The practical things students are learning about the environment – through learning-based projects at the zoo and through recycling and composting exercises at the school – are priceless. He observed, "My kid is absorbing so much." He thanked the school's leaders for their commitment to an experiential education.

There being no further public comment, on motion of Dr. Tropez-Arceaneaux, seconded by Luke Clary, the board voted unanimously to adjourn.

I hereby certify that the above and foregoing is a true and correct copy of the minutes of the meeting of the Board of Directors of Lycée Français de la Nouvelle Orleans.

/s/ Alysson Mills

Alysson Mills, substituting for Secretary Michael Williams

CEO Report to LFNO Board of Directors

13 October 2014

A. Visits

- a. from author
- b. Dept. of Education—charter renewal
 - i. No concerns voiced
 - ii. Positive meeting
 - iii. December meeting of BESE to review and approve charter extension
- c. Renaissance Grant evaluator, Dr. Michelle Broussard
 - i. Focus on math instruction

B. Public Records Request by SPLC

- a. Admissions and Enrollment criteria

C. Enrollment

- a. Total: 471 enrolled students.
- b. Budget set at 465 students
- c. At-risk population
 - i. Total school: 38.5% (up from 31% in SY 2013-14)
 - ii. Kindergarten: 54% (up from 34% in 2013-14)
- d. Recruiting Efforts
 - i. Outreach Team-20 members including parents and staff
 - 1. Weekly events beginning Oct 1 all targeted at K at-risk populations
 - 2. Palmer Park Arts Markets- 4 weekends in Oct, Nov, Dec
 - 3. Transitional meetings for Head Start programs-Nov 7
 - ii. Open House—25 October; November 12
 - iii. Open House in Pigeon Town neighborhood-Nov-TBD

D. Finance

- a. Adams and Reese invoices for 2013 (General legal advice, PRR, Mipro litigation)
 - i. \$14,688.24
 - 1. for general legal and PRR advice
 - 2. fees for litigation will be

E. Staffing

- a. TA resigned in face of family move to FL for job advancement
- b. Professional Development
 - i. Marina attending Natl. Conf. of Immersion Schools—SLC
 - ii. Roy Lyster to present for LF staff and invited guests on Nov 19 at Tulane

F. 2015-16 Facility Needs

- a. Will need to request more space from St. Paul's for next year.
 - i. 4 classrooms needed (re-configure second to carve out 3 or 4 classrooms)
 - ii. Request the use of the stage if needed
 - iii. Request the use of fellowship hall for lunch
- b. Possibility of closing in the atrium section of second floor (Patton campus) to create space for Intervention services, and offices for admissions, student services, speech therapy, enrichment)
- c. Operational work being performed this week:
 - i. Patton St.
 - 1. Repairs to urinals in boys restrooms
 - 2. Auto faucets in all restrooms
 - 3. Asbestos repair to ceilings throughout
 - 4. Replacement of an HVAC unit that addresses one half of the second floor
 - 5. Major cleaning on Friday to include biannual wipe down of all surfaces
 - 6. Installation of student cabinets and storage places in classroom 208
 - 7. New mailboxes in front office.
 - 8. Buffing of corridors
 - ii. St. Paul
 - 1. New Central A/C being installed on second floor
 - iii. Claiborne
 - 1. Annual fire panel inspection
 - 2. Building cleaning with particular emphasis on Petite Resto

G. School Mascot

- a. Mascot selected—being designed by artist
- b. Grand Reveal-TBA

H. Seeking State Certification as an Immersion School

- a. Will submit documentation in early 2015
- b. Site visit to follow
- c. Announcement in Spring

I. French Quarter Program

- a. Begins Monday, October 20
- b. First 3 of the 6-week program will be housed at Cathedral School on Dauphine St.
- c. Part 2 begins January 12 and will be housed at Natl Park Service Visitor Center.

J. Annual Campaign

- a. Kicks off this week
- b. \$30,000 goal